

F.no. 6(11)/2022-Admn-I
Government of Pakistan
Ministry of Housing & Works

ANNOUNCEMENT OF VACANCIES

Applications are invited from Pakistani Nationals having requisite qualification, experience, domicile/quota and age to fill the following posts in Ministry of Housing & Works (Main):-

Ministry of Housing & Works (Main)					
Sl.#	Name of Post with BPS	No of Posts	Qualification	Age limit	Quota
1.	Stenotypist (BS-14)	02	Intermediate with 40/80 w.p.m speed in typing/ shorthand respectively.	18-25-Years	01-Sindh (Rural/Merit) 01-Sindh (Rural/Women)
2.	UDC (BS-11)	01	Intermediate (3-weeks basic IT training course (including MS Office) will be conducted by NITB after selection before completion of probation period).	18-25 Years	01-Merit
3.	LDC (BS-09)	01	Matric with 30 w.p.m. typing speed. (3-weeks basic IT training course (including MS Office) will be conducted by NITB after selection before completion of probation period).	18-25 years	01-Balochistan
Policy and Planning Wing, M/o Housing & Works					
4	Assistant (BS-15)	02	Graduate (6-weeks basic IT training course (including MS Office) will be conducted by NITB after selection before completion of probation period).	18-28 years.	01-Sindh (Rural/Merit) 01-KPK (Merit)
5	Stenotypist (BS-14)	02	Intermediate with 40/80 w.p.m speed in typing/ shorthand respectively.	18-25-Years	01-Punjab (Merit) 01-KPK (Merit)
6	Naib Qasid (BS-01)	01	Primary pass	18-25-Years	Local Basis
Total:-		09			

Terms and Conditions:

- Recruitment will be made in accordance with the recruitment policy conveyed by the Establishment Division vide OM.No.53/1/2008-SP dated 22.10.2014, dated 16.01.2015 and 11.03.2020 as amended from time to time.
- For the post of Stenotypist candidates who possess awareness about Computer Hardware and software in addition to requirement of prescribed qualification of the post shall be considered as extra qualification.
- 05 Years General Age relaxation will be allowed for all posts. Further relaxation in age will be admissible according to the Government policy/rules
- Applicants serving in Government/Semi Government departments or autonomous bodies may apply through proper channel.
- Incomplete applications, advance copies and those received after due date will not be entertained.
- Date, place and time of test and interview will be intimated in due course.
- Prescribed quota will be observed as per rules.
- No TA/DA shall be admissible for appearing in test and interview.
- Posts can be increased or decreased as per requirement.
- Only shortlisted candidates will be called for test/interview.

How to apply:

- Interested candidates for the posts at Sl.No.1 to 5 must sign up on NJP official website at njp.gov.pk. and apply online within 15-days of the publication of this advertisement.
- No call letter for test will be issued to any candidate through courier. Candidates shall download their test/interview letter through their given email address.
- Application by hand or hard copies will not be entertained.
- For the post of Naib Qasid, applicant may download the prescribed Form available on Ministry's website mohw.gov.pk/download and forward the form and along-with attested copies of CNIC and 01-picture to the undersigned within 15 days from the date of advertisement.

Section Officer (Admin-I)
Ministry of Housing & Works,
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PID (I) No. 3065/22